



International Organization for Migration (IOM)  
The UN Migration Agency

## Open to Internal and External Candidates

Position Title : **Senior Planning, Monitoring, and Evaluation Associate**  
Duty Station : **Bangkok, Thailand**  
Classification : **General Service, G.6**  
Type of Appointment : **One Year Fixed Term**  
Estimated Start Date : **As soon as possible**  
Closing Date : **18 April 2025**

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners with 174 member states and a presence in over 100 countries. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

### **Context:**

Under the direct supervision of the Regional Planning, Monitoring, and Evaluation Officer (RPMEO), the incumbent will support the Regional Planning, Monitoring, and Evaluation Unit (RPMEU), which operates under the guidance of the Strategic Planning and Results Division (SRD) in the Office of Strategy and Organizational Performance and the Central Evaluation Division (CED) in IOM Headquarters (HQ), to provide planning, monitoring, evaluation, and support and sharing of critical learning to Regional (RO) and Country Offices (COs); including: supporting the development and updating of country-, regional-, and multiregional-level tools and systems; and providing technical support and assistance to COs on planning, monitoring, and evaluation.

### **Core Functions / Responsibilities:**

1. Support the RPMEO to plan, design, and carry out capacity building and training on monitoring and evaluation to COs in the Region.
2. Together with the RPMEO, serve as a resource person for COs in the Region by providing support and guidance on planning, monitoring, evaluation, the Strategic Results Framework principles, tools for monitoring of project and programme-level risks, and monitoring of data.
3. In coordination with the Regional Project Development Officer (RPDO) and RPMEO, support the review of results matrices, budgeting, and planning for monitoring and evaluation in project proposals for COs in the Region.
4. Under the guidance of the RPMEO, support with drafting, developing, and updating IOM M&E systems, plans, tools, workplans, guidelines, reviews, policies, analytical reports and data, and strategies.



5. Support the RPMEO in the review and monitoring of CO projects to ensure timely planning of evaluations and the implementation of findings and recommendations and support the RPMEO in the coordination of evaluations conducted by the RPMEU.
6. Prepare internal reports, presentations, and briefings as relevant to Planning, Monitoring, and Evaluation, as needed.
7. In coordination with the RPDO and the RPMEO, contribute to ongoing knowledge management processes from HQ and in the RO and COs in the Region, including sharing information and tools related to planning, monitoring, and evaluation.
8. In the absence of the RPMEO, ensure the continued functioning of the RPMEO by coordinating incoming requests from internal or external partners.
9. Participate in conferences, workshops and meetings related to the technical area of expertise, as required by the RPMEO and/or the Deputy Regional Director (DRD) for Operations.
10. Perform any other duties as may be assigned.

## ***Required Qualifications and Experience***

### **Education**

- Bachelor's degree in Political or Social Sciences, Business Administration, Migration Studies, International Relations, Law, or related field with four years of relevant professional experience; or,
- High School diploma with six years of relevant experience.

Accredited Universities are those listed in the [UNESCO World Higher Education Database](#).

### **Experience**

- Experience in the field of migration issues, including operational and field experience, with project management, monitoring and evaluation, and other relevant technical experience;
- Demonstrated expertise in monitoring and evaluation, planning, learning, and project development;
- Experience in liaising with governmental authorities, other national/international institutions, private sector and NGOs; and,
- Work experience in the planning, monitoring, and evaluation in the Region is an asset.

### **Skills**

- Strong writing and analytical skills, including the development of results matrices;
- Takes responsibility for action and manages constructive criticisms;
- Promotes continuous learning for self and others;
- Listens and communicates clearly, adapting delivery to the audience;



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- Plans work, anticipates risks, and sets goals within area of responsibility;
- Displays strong understanding of technical area;
- Contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation; and,
- Displays awareness of relevant technological solutions.

## Languages

IOM's official languages are English, French, and Spanish.

### Required

For this position, fluency in English and Thai is required (oral and written).

### Desirable

Working knowledge of any other language of the region is an advantage.

## Required Competencies

The incumbent is expected to demonstrate the following values and competencies:

**Values** *All IOM staff members must abide by and demonstrate these five values:*

- **Inclusion and respect for diversity:** Respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- **Integrity and transparency:** Maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- **Professionalism:** Demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.
- **Courage:** Demonstrates willingness to take a stand on issues of importance.
- **Empathy:** Shows compassion for others, makes people feel safe, respected and fairly treated.

## Core Competencies – Behavioural indicators - Level 2

- **Teamwork:** Develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- **Delivering results:** Produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- **Managing and sharing knowledge:** Continuously seeks to learn, share knowledge and innovate.
- **Accountability:** Takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- **Communication:** Encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.



### **How to apply:**

Interested candidates are invited to submit their applications via IOM [e-Recruitment system](#) within the above said deadline at 11:59 p.m. (BKK Time) referring to this advertisement. Please attach the following documents in your application:

- a cover letter, indicating the dates of availability;
- a curriculum vitae;
- a duly completed IOM Personal History Form which can be downloaded from [https://thailand.iom.int/sites/g/files/tmzbd11371/files/personal-history-form\\_ro-bangkok.xlsm](https://thailand.iom.int/sites/g/files/tmzbd11371/files/personal-history-form_ro-bangkok.xlsm)

### **Other**

1. Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.
2. Appointment will be subject to certification that the candidate is medically fit for appointment, verification of residency, visa, and authorizations by the concerned Government, where applicable. Vaccination against COVID-19 will be required for IOM personnel who are hired or otherwise engaged by IOM. As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of full vaccination.
3. IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). IOM does not request any information related to bank accounts.
4. IOM only accepts duly completed applications submitted through the IOM online recruitment system. The online tool also allows candidates to track the status of their application.
5. This post is subject to local recruitment. Only those holding a valid residence and have the right to work in Thailand will be eligible for consideration.
6. For non-Thai candidates applying for this position, proficiency (either fluency or working knowledge) of the Thai language is mandatory.
7. Only shortlisted candidates will be called for assessment.

Please ensure that your application is complete with the above-mentioned documents. As incomplete applications generate an immense administrative burden for our organization. As a general rule, candidates who have not properly submitted their application with required documents will be excluded from consideration.